

S-E-C-R-E-T

OPERATIONS
18 January 1972

DD/S ADMINISTRATIVE
INSTRUCTION NO. 72-2

SATURDAY MORNING DUTY OFFICERS

1. This Administrative Instruction serves to formalize the Saturday Morning Duty Officer System in the Support Directorate.

2. Each Office is responsible for scheduling a Saturday Morning Duty Officer to respond to situations requiring immediate action. Between 0900 and 1300 hours on Saturday, the O-DD/S, the Offices of Security, Communications, Personnel and Logistics/Logistics Services Division will have Officers on duty at Headquarters and the Offices of Finance, Medical Services and Training will have Duty Officers on call at home. The Offices of Security and Communications satisfy this requirement through their Night Security Duty Office and the Signal Center, both of which are manned 24 hours a day. In addition to the Duty Officer in Logistics Services Division, the Office of Logistics will have a Saturday Morning Duty Officer on duty in the Office of the Director of Logistics from 0930 hours to 1130 hours who will review cable traffic on Saturday morning, take any necessary action and then return home where he will remain on call until 1300 hours.

3. With the exception of the Offices of Security and Communications, Saturday Morning Duty Officers both at Headquarters and at home will report to the O-DD/S Duty Officer by calling [] at the beginning and at the end of their Saturday tour of duty. The Saturday Morning Duty Officer will report his arrival at Headquarters and his departure for stand-by duty at home.

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4. A copy of their Saturday Morning Duty Officer Roster will be forwarded to the Executive Officer, DD/S, by the Offices of Personnel, Logistics, Finance, Medical Services and Training for inclusion in the O-DD/S Saturday Duty Book. Also, each Office will telephone [] no later than 1600 hours on Fridays (Thursday if Friday is a holiday) to confirm the name of the Duty Officer scheduled for Saturday duty.

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5. This Instruction does not preclude Office Directors from scheduling additional Duty Officers considered necessary to provide coverage during Saturday morning or other non-duty hours.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:



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EXECUTIVE OFFICER

Distribution:

Orig - DD/S subject

1 - DD/S chrono

1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR

1 - DD/S

1 - ADD/S

1 - EO-DD/S (for filing in Duty Book)

1 - SSA-DD/S

1 - C/SOS-DD/S

1 - C/PS-DD/S

1 - SA-DD/S

1 - CMO-DD/S

1 - C/SSS-DD/S

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